



Regional Office of Education

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Out-of-State and Out-of-Country Applicants Teaching Endorsements

To qualify for an evaluation you must provide evidence of (1) holding a valid comparable license/certificate from another state or country.

Requirements for the Educator License with Stipulations (ELS) Endorsed as a Provisional Educator

- Minimum of a Bachelor's Degree (unless a Master's Degree is required)
- Valid, comparable out-of-state license

Years Valid

1 - may be extended for another year (total validity period of 2 full fiscal years) if the applicable tests (content area and test of basic skills**) have been passed in the first year.

Renewable

YES, for 2 years if the holder of the license has not held a position in a public school or non-public school recognized by ISBE. Educators must submit form 80-04: Request to Renew Educator License with Stipulations-Provisional Educator to ISBE between **February 15 and June 30** of the second fiscal year; otherwise, the license will expire and cannot be renewed.

Requirements for the Professional Educator License (PEL)

- Transcripts demonstrating a minimum of a bachelor's degree from a regionally accredited institution of higher education, or a master's degree if required. Transcripts must demonstrate completion of 32 semester hours of content coursework or a major in the content area
- Proof of a valid, comparable, out of state license
- Satisfactory completed student teaching or equivalent experience
- Completion of coursework addressing methods of teaching exceptional children, reading methods, content area reading, and methods of teaching English language learners
- Licensure Tests:
 - **Basic Skills**

The information is accurate at this time (note date below). Applicants will be held to the most current statutory and administrative rule requirements.

Choose **one** of the following options to satisfy the Basic Skills Requirement:

1. ACT: *Prior to 9/1/15* - Composite score of 22 with combined English/Writing score of 19 **-OR-** *9/1/15 to 9/9/16* - Composite score of 22 with Writing score of 16 **-OR-** *9/10/16 and later* - Composite score of 22 with Writing score of 6 SAT: *Prior to 3/5/16* - Composite score of 1030 (mathematics and critical writing) with a minimum writing score of 450 **-OR-** *3/5/16 and later* - Composite score of 1110 (evidence-based reading and writing + mathematics = 1110 or higher) and a minimum score of 26 on writing and language Please review the following for more information: <https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf> OR
 2. ISBE may accept an out-of-state test of basic skills that successfully resulted in licensure in another state, use form 80-02: OR
 3. Test of Academic Proficiency (TAP #400). For on-line registration please visit the following website: <http://www.il.nesinc.com/>
- **Content area tests** ISBE may accept an out-of-state content area test that successfully resulted in licensure in another state, use form 80-02
 - **edTPA**
If the edTPA, MoTPA, or the PPAT has not been passed at the time application, one of the below options may be utilized:
 1. If the educator meets the requirements for the provisional license (ELS-PEDU) and this license is issued, the educator may complete the edTPA while teaching on this license.
 2. The educator can enroll in the student teaching portion of an educator preparation program and complete the edTPA during this time.
 3. The educator can provide evidence with his/her application of having at least one year of full-time teaching experience and having achieved a “proficient” or higher (or equivalent) rating on his/her most recent performance evaluation. Use form 80-01: Out-of- State Applicant Request to Waive EdTPA <https://www.isbe.net/Documents/80-01-oos-waive-edTPA.pdf>

Helpful Resources:

- For complete information regarding Illinois Certification Testing System tests, see <http://www.il.nesinc.com/>. This website has links to download testing information, study guides, fees, as well as on-line registration.
- Pre-approved coursework for the PEL License: <https://www.isbe.net/Documents/pre-app-pel-coursework.pdf>
- Professional Educator License (PEL) Teaching Endorsement Requirements: <https://www.isbe.net/Pages/Professional-Educator-License-Teaching-Endorsements.aspx>
- Specific Requirements for a Provisional and a Professional Educator License: <https://www.isbe.net/Documents/oos-req-IL-credentials.pdf>

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Application Process

1. Create an ELIS account: <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>
2. Click on “Educator Access”
3. Click on “Sign Up Now”
4. Once you log in to ELIS click on “Apply Professional Educator License” and follow the prompts (\$150 plus a service fee)

By applying for the Professional Educator License (PEL) the Illinois State Board of Education (ISBE) will review your credentials for the Educator License with Stipulations Endorsed as a Provisional Educator **and** the Professional Educator License.

Please submit the following items to the Regional Office of Education, 800 Lancer Ln Suite E-128, Grayslake, IL 60030:

- ✓ Please submit unopened official transcripts from a regionally accredited higher education institution reflecting a bachelor's degree or higher, including the date the degree was conferred. Sealed transcripts may be mailed. Alternately, higher education institutions may submit official e-transcripts to Cayce Wright at CWright@lake.k12.il.us . Electronic transcripts submitted by an applicants are not acceptable.
- ✓ Copy of a valid out-of-state certificate/license

Please Note: Applicants who have received their teacher education in a foreign country will need to provide a detailed, course-by course evaluation of their credential, as well as a statement of degree equivalence. Please submit an official evaluation. The evaluation must be reviewed from an ISBE-approved foreign credential evaluator: <https://www.isbe.net/Documents/foreign-cred-eval-svcs.pdf>

Please submit the following application to the Illinois State Board of Education:

- Form 80-02: State approved Program and Completion of Standards Verification: <https://www.isbe.net/Documents/80-02-standards-verification.pdf>. Please request that the college/university e-mail the completed form directly to the Educator Licensure Division, Illinois State Board of Education at licensureforms@isbe.net

Processing time:

Each applicant who does not qualify for issuance of a license will receive a deficiency letter indicating what requirements must be met in order to have the license issued. The evaluation is valid for two full school years. Please follow the progress of your application in your ELIS account. You may view the "Images" section of your account to see when new transcripts and documents are scanned to your account. You will receive an email notification when your application has been reviewed. Processing time may take up to ~90 working days.

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Registration Process:

Once your license has been issued please follow the steps listed below to register:

1. Log in to your existing ELIS account: <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>
2. Click on “Registration” and follow the prompts

State law requires that you register the license within 6 months of the issue date in the region in which you work or reside, whether or not you are employed. Failure to do so results in a lapsed license.

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